ORISSA

Administration: The Orissa State Archives functions as a subordinate office under the administrative control of the Director, Tourism and Cultural Affairs, Bhubaneswar. Sri M.P. Dash, continued to be the Superintendent of Archives during the period under report. Proposal for creation of additional staff was submitted to the Government.

Budget: During 1975-76 a sum of Rs.1,21,291=57 was spent out of a non-plan budget provision of Rs.1,25,800=00 and a sum of Rs.72,024.67 on the plan side as against Rs.85,700.00, For 1976-77 a provision of Rs.1,28,800 was made on the non-plan side and Rs.1,03,500.00 on the plan side.

Building: The State Archives has its own multi-storeyed building since 1971.

Record Management: All the district and subordinate offices send the list of 'B' and 'C' class records to the State Archives for necessary scrutiny and selection. No record is maintained regarding the papers marked for retention and weeding. Retention Schedule is being followed while reviewing the papers under the provision of the Orissa Record Manual, 1964.

Research and Reference: 11 research scholars availed themselves of the research facilities in the Orissa State Archives and 129 records were requisitioned by them.

Reference Media: Descriptive Lists of Balasore Revenue records (1803-1830) was prepared and preparation of descriptive lists of Board of Revenue records was taken up.

Publication Programme: Guide to Orissa Records Volume VI was sent to the Government Press for printing.

**Preservation of Records:** 81,492 sheets of records were flattened, 20,008 sheets repaired with tissue paper, 176 records repaired with acetate foil. 30726 sheets of records guarded and 239 volumes and 73 books bound.

Photo-Duplication: The State Archives has no microfilming unit of its own. Photo-duplication of records with the help of 35 m.m. cameras and photostat copies were done.

Library: 1,510 rare and valuable books were acquired. A sum of Rs. 10,000/- was proposed for purchase of books and steps are being taken to acquire rare and valuable books from the Library of Board of Revenue and other institutions.

Exhibition: An exhibition of records was organised at Sambalpur University on the occasion of the 3rd Eastern Zone Cultural Convention held in January, 1976. A radio talk by Sri M.P. Dash on the preservation of records was also broadcast by the All India Radio, Cuttack.